



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: **VIRGILIO C. ACILO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.64</b>

TOTAL NUMERICAL RATING: 4.64

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: **Outstanding**

Prepared by:

**VIRGILIO C. ACILO**

Name of Staff

Reviewed by:

**MARIA ROBERTA S. MIRAFLOR**

Head, RAO

Recommending Approval:

**RYSAN C. GUINOCOR**

Director, Administrative Services

Approved:

**ELWIN JAY V. YU**

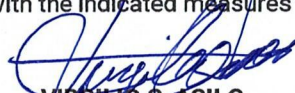
VP for Administration & Finance



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VIRGILIO C. ACILO** of the **Records and Archives Office (RAO)** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 1 to June 30, 2024**.

  
**VIRGILIO C. ACILO**  
 Ratee 7/19/24

Approved:

  
**MARIA ROBERTA S. MIRAFLOR**  
 Head, Records and Archives Office 7/19/24

MFOs & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: SUPPORT TO OPERATIONS (STO)									
VPAF STO3: ARTA aligned compliance and reporting requirements									
ASO STO3: ARTA aligned frontline services									
RAO STO3: ARTA aligned frontline services	PI 1: Efficient & customer friendly frontline services	Attends to queries of clients	100%	100% accomplishment	5	5	5	5	
		Efficient & customer-friendly frontline service	Zero percent complaints	100% no valid complaints from clients	5	5	5	5	
VPAF STO4: Innovations and Best Practices									
ASO STO4: Innovations and new Best Practices Development Services									
RAO STO4: Innovations and Best Practices	PI 2: Percent implementation of new innovations and best practices	Continuous implementation of inventory for both current and non- current personnel files	95%	100% implementation of innovations & best practices	5	5	5	5	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE (GASS)									
VPAF GASS 1: Human Resource Management and Development									
ASO GASS 1. Administrative and Support Services Management									
RAO GASS 2: Records and Archives Services Management	PI 3: Number of leave applications, NOSI, NOSA filed within the day of receipt	Files contracts, 201 files/ documents of administrative staff (regular, casual, contractual staff) including NOSA and NOSI within the day of receipt	9,000 documents	2,675 docs	4	5	4	4.33	
		Updates 201 files of administrative staff based on the new CSC checklist	1,300 files	442 files	4	5	5	4.67	



		Conduct Inventory of all 201 personnel file for non-current documents and current files for administrative staff	6,083 files	1,701 files	5	5	4	4.67	current/non-current folders of academic/admin staff
	PI 4: Number of request to dispose of records secured from NAP	Encodes draft of Request for Authority to Dispose Records for review	414 records	189 records	4	5	4	4.33	
		Encodes list of valueless records during the conduct of records inventory	4,312 records	1,672 records	4	5	4	4.33	
RAO GASS 3: Information Management System Development & Maintenance	PI 5: Percent implementation of inventory using the HRIS database	Updates of inventory for non-current documents in the HRIS database	95%	100% accomplishment	4	5	5	4.67	
Total Over-all Rating			42.00						
Average Rating (Total Over-all Rating divided by 9)			4.67	<div>Comments &amp; Recommendations for Development Purpose: <i>Recommend to attend seminar on updates regarding records disposition and control management</i></div>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.67						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:

**MARIA ROBERTA S. MIRAFLOR**

Head, Records and Archives Office

Date: July 19, 2024

Recommending Approval:

**RYSAN C. GUINOCOR**

Director for Administrative Services

Date: 7/19/24

Approved by:

**ELWIN JAY V. YU**

Vice President for Administration & Finance

Date: 7/22/24

1 - Quality    2 - Efficiency    2 - Timeliness    4 - Average

## PERFORMANCE MONITORING &amp; COACHING JOURNAL

x	1st	Q U A R T E R
x	2nd	
	3rd	
	4th	

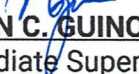
Name of Office: RECORDS & ARCHIVES OFFICEHead of Office: MARIA ROBERTA S. MIRAFLORNumber of Personnel: 6

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring (1 <sup>st</sup> quarter of 2024)		1. Maintain the cleanliness of the office especially the Records Room and Archives Center ready for visit by university guests and the cleanliness of the exit door including the walls, floors and window grills			APBagarinao/ VCAcilo – To maintain cleanliness of the records room, archives center display area and the office surroundings
	2. Consolidation of valueless records inputted in the NAP Form 1 from the different offices/department s/units/ centers and for consolidation in NAP Form 3				MSMiraflor – To check all Request Forms as to the completeness of required data and approval of request before release of requested documents  VCAcilo – To consolidate valueless records ready for disposal
	3. Digitization of public documents				JSPosas – To fast track the scanning of personnel documents, memos and circulars for uploading in the HRIS e-Records system

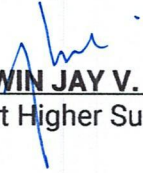
Coaching		Records Request Form shall be duly accomplished/ signed/approved based on ISO Quality Procedure before release of document		MPBandalan/ GLMontajes – To marked “Received” with date and signature any documents/ records upon receipt; forward any requests for approval to higher authority; assign control number on request form once requests have been served; give the requestor a Customer Feedback Form and FOI Request Feedback Form for fill-up.
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**RYSAN C. GUINOCOR** 2/17/24  
Immediate Supervisor

Noted by:

  
**ELWIN JAY V. YU** 2/12/24  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VIRGILIO C. ACILO  
Performance Rating: January-June 2024

Aim: To improve his skills on electronic records management.

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: To send him to training on electronic records management.

\_\_\_\_\_

Result: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_

\_\_\_\_\_

Outcome: \_\_\_\_\_


Final Step/Recommendation:

Attendance to electronic records management, and other relevant trainings on disposition of records.

Prepared by:

  
MARIA ROBERTA S. MIRAFLOR  
Unit Head 7/19/24

Conforme:

  
VIRGILIO C. ACILO  
Name of Ratee Staff 7/19/24



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June 2024

Name of Staff: **Virgilio C. Acilo**

Position: **Administrative Aide III**

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment ( <i>both for subordinates and supervisors</i> )		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1





10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	⑤	4	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	⑤	4	3	2	1
12. Willing to be trained and developed	⑤	4	3	2	1
Total Score					55
<b>B. Leadership &amp; Management (<i>For supervisors only to be rated by higher supervisor</i>)</b>					Scale
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score					
Average Score					4.58

Overall recommendation : \_\_\_\_\_

  
**MARIA ROBERTA S. MIRAFLOR** 7/19/24  
 Head, Records and Archives Office